



Oregon Joint Force Headquarters

HUMAN RESOURCES OFFICE/HR

P.O. BOX 14350, 1776 MILITIA WAY

SALEM, OREGON 97309-5047

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<http://www.orport.ang.af.mil/>

BRAC affected units strongly encouraged to apply
Announcement #AR07-179

PROGRAM ANALYST

Nationwide Army Technician Vacancy Announcement

Open Date: 1 June 2007

Closing Date: 2 July 2007

Series/Grade: GS-0343-07/09

Salary Range:

GS-07: \$37,336 - \$48,536 Per Yr

GS-09: \$45,669 - \$59,368 Per Yr

WO BR: 011

PD#: ENL 70364 / WO 70363

ENL CMF: 44

Location: JFHQ-CFMO, Salem, Oregon

Type of Appt: Excepted **X** Warrant **X**
Enlisted **X**

PCS: PCS is authorized

Areas of Consideration:

First Area: Current permanent full-time technicians of the Oregon ARNG.

Second Area: Current Members of the Oregon ARNG.

Third Area: Individuals eligible to become members of the Oregon Army National Guard.

Summary of Duties:

This position is located in the Installations Division of the Oregon Military Department. The purpose of this position is to serve as the analyst and consultant for the management and administration of programs within the Installations Division. Serves as key coordination point for program accounting requirements. This work requires knowledge and skill in the application of related laws, regulations, policies, acquisition, precedents, methods, and techniques of program and budget analysis and funds management. The incumbent provides accounting services to the Construction and Facilities Management Officer (CFMO) who, in turn, supports the US Property and Fiscal Office (USPFO). The incumbent conducts joint reviews and maintenance of un-liquidated obligations and substantiating documents.

Reconciles and prepares necessary accruals for service contracts which have been partially completed but not liquidated. Reviews trial balances and verifies them with manual data input. Locates discrepancies, determines sources of errors, and takes necessary corrective actions. The incumbent ensures mathematical accuracy, determines necessary accounting transactions, and enters data into a computerized system or onto required forms. Compares transactions entered to those intended and corrects as necessary to ensure proper accountability. Reviews critical ledger accounts.

Method of Evaluating Qualifications:
Knowledge, Skills and Abilities (KSA)

Candidates will be evaluated on the KSAs listed below. In addressing each KSA you should describe, accurately and completely, the tasks, activities, education and experience which demonstrates your possession of the KSA listed below. Also, **give the percentage of time or number of months you performed the KSA.** Include all military experience, qualifications or training in MOS related to the position. Mere possession of an MOS is not necessarily qualifying experience, months of actual experience is the qualifying factor.

APPLICATIONS WILL BE EVALUATED ON THE FOLLOWING EXPERIENCE, KSAs:

General Experience

Experience in administrative, professional, investigative, technical or other responsible work which demonstrates analytical ability and a practical and theoretical knowledge of the functions, processes and principles of management. Applicant should have 12 months working in a capacity which relates to the tracking and accounting of government programs.

Specialized Experience

On a separate sheet of paper, identify how you gained specialized experience required for this position. Applicants applying at the **GS-07** level must have **12 months** experience; applicants applying at the **GS-09** level must have **24 months** experience in positions that demonstrate the following knowledge, skill, and abilities (KSAs):

1. Knowledge of National Guard Organizational structures, functions, procedures, and techniques.
2. Ability to apply practices, theories, techniques, and methods of accounting.
3. Skill in working with people at various trades and backgrounds.
4. Ability to orally present and discuss complex matters in a clear and convincing manner.

Substitution of Education for Specialized Experience

A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. The education must have been in fields directly related to the type of work of the position.

Special Information

Unit of military assignment is any unit supported by **CFMO** in **WO BR: 011 ENL CMF: 44**. Selectee will be required to participate in the Direct Deposit Electronics Funds Transfer program. **Acceptance of a permanent or indefinite position with the Oregon National Guard will cause termination from any Guard recruitment bonus or Guard Paid Student loan.** A law enforcement background check may be required prior to appointment to this position. By submitting a resume or application for this position, you authorize this agency to accomplish the check. This is Dual-Status position and membership in the Oregon National Guard is required.

IMPORTANT NOTES REGARDING COMPLETION AND SUBMISSION OF YOUR APPLICATION

- **Hand delivered applications will be accepted in room 150 of JFHQ until 1630 of the announcement closing date.**
- Applicants must type or print in legible dark ink, SIGN AND DATE each application.
- Be sure to include the announcement number and position title on your application.
- You may staple your application. Do not bind, tab, or use document protectors.
- Submit only single sided copies of all application documents submitted.
- Faxed applications required a cover page showing your name, the announcement number and the number of pages faxed at a minimum. Applicants are responsible for confirmation of receipt of all materials submitted.
- Applications mailed in government envelopes will not be accepted.
- When mailing your application it is recommended that you obtain a delivery confirmation receipt showing the date your application was mailed. **Applications postmarked after the closing date will not be considered.**
- The option to email your application is reserved for situations such as deployment, military schooling and extended TDY's. Prior approval is required for each application submitted.

**Your comprehensive resume or OF 612 (Optional Application for Federal Employment)
must contain:**

(In addition to specific information requested in the job vacancy announcement)

JOB INFORMATION

Announcement number, title, and grade(s) of the job for which you are applying.

PERSONAL INFORMATION

Full name, mailing address (with ZIP Codes) and day and evening phone numbers (with area code)

Country of citizenship (Most Federal jobs require United States citizenship.)

Reinstatement eligibility (If requested, attached SF 50 proof of your career or career-conditional status.)

Highest Federal civilian grade held (Also give job, series, and dates held)

AFSC(s)/MOS(s) you hold and your military rank.

EDUCATION

High school:

Name, city, and State (ZIP Code if known)

Colleges and universities:

Name, city, and State (ZIP Code if known)

Majors

Type of any degrees received (If no degree, show total credits and indicate whether semester or quarter hours.)

WORK EXPERIENCE

Give the following information for your paid and non-paid work experience related to the job for which you are applying: (Do not send position descriptions)

- Job title
- Duties and accomplishments
- Employers name and address
- Supervisors name and phone number
- Starting and ending dates (month and year)
- Hours per week
- Salary

Indicate if we may contact your current supervisor.

OTHER QUALIFICATIONS

Job related training courses (title and year)

Job related skills, for example, other languages, computer software/ hardware tools, machinery, typing speed.

Job related certificates and licenses. (current only)

Job related honors, awards, special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards. (Give dates but do not send documents unless requested)

APPLICATION PROCESS

Applications will be accepted in the Human Resources Office until 1630 of the announcement closing date. Original resumes or applications are required. All applications or resumes must be signed and dated in ink. Government postage paid envelopes may not be used to submit resumes or applications.

THE OREGON NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

SAMPLE RESUME FORMAT

Please read announcement/ KSAs carefully to ensure that all required information is provided. Contact HRO should you have any questions regarding what is required on your resume. There is no correct format as to how your resume should appear. Additional pages of your resume will include your Name and the Vacancy number on each page.

John P. Smith, IV

1234 Big Street Medium City, Any State 45678 H (555) 345-6789
emailname@Internetserviceprovider.org

Job Title announcement:

Announcement number: AR04-123A

ANY State Army National Guard

2/15/87 - 12/31/06

3rd Ranger Battalion

1234 Any Street , Any town, Any State 12345

(555) 123 – 4567

MAJ John Smith – Executive Officer

Job Title, Rank, GS-15, Step 09 (if Federal Position)

Starting pay: \$100,000 40 hours per week

Job Description (what your duties were / are). Please be specific.

Key accomplishments include:

- ✧ Planned and organized the armory maintenance function... Amount of time performed: 50%
- ✧ Revised maintenance schedule... Amount of time performed: 20%
- ✧ Prepared briefings for brigade... Amount of time performed: 10%
- ✧ Managed utilization and training of personnel... Amount of time performed: 20%

Big & Small Co.

2/15/64 – 2/14/87

78910 Main Street, Suite 100, Metro city, Any State 67891

(555) 234- 5678

Ms. Jane Smith - Account Manager

Your Job title

Starting pay: \$3.00 an hour 40 hours per week

Job Description (what your duties were / are). Please be specific.

Key accomplishments include:

- ✧ Maintained customer accounts... Amount of time performed: 70%
- ✧ Cold-calling for potential clients... Amount of time performed: 20%
- ✧ Additional duties: Computer maintenance... Amount of time performed: 10%